

ANCILLARY EVENT REQUEST FROM

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| For Official Use | App. No. | **Secretariat for ISAAR 2024 & Annual Conference of KSAT**Fax: +82-2-6258-0327 E-mail: exhibition@apfid.org |



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| **1. COMPANY / ORGANIZATION INFORMATION** |
| **Type** | [ ]  Non-Profit / University / Society or Association [ ]  Exhibitor at ISAAR & KSAT 2024 [ ]  Non-Exhibitor |
| **Company/Organization Name** |  |
| **Contact Name** |  |
| **Contact Email** |  | **Mobile Phone** |  |

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| **2. Event REQUEST INFORMATION** |
| **Name of Event** |  |
| **Event Description****(no longer than 100 words)** |  |
| **Date(s) of Event** |  |
| **Start Time** |  | **End Time** |  |
| **Number of Expected Attendants** |  |
| **Attendee Information** | [ ]  Event is open to all attendees. [ ]  Event is for Internal / Staff Only [ ]  Event is Invite-Only  |
| **Preferred Location** (Select your top 2 choices by marking a 1 and 2 next to each hotel) | ( ) Grand InterContinental Seoul Parnas( ) Oakwood Premier Coex Center Seoul( ) InterContinental Seoul COEX( ) SHILLA STAY SAMSUNG( ) Other  |
| **Preferred Room Set** | [ ]  Theater Type [ ]  Classroom[ ]  Round Table[ ]  U-shape[ ]  Hollow Square[ ]  Other  |
| **Food & Beverage Required?** | [ ]  Yes [ ]  No  |
| **Audio/Visual Required?** | [ ]  Yes [ ]  No |



**CONFIRMATION (Hotel / ISAAR & KSAT 2024 Secretariat Use Only)**

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| 1. **Hotel Information**
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| **Hotel Name:** |  |
| **Meeting Room Assigned:** |  |
| **Notes:** |  |

***Upon receipt of confirmation from ISAAR & KSAT 2024 Organizing Committee, please contact the hotel directly to finalize all event logistics.***

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| 1. **Hotel Contact Info**
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| **Contact Name:** |  |
| **Title:** |  |
| **Email:** |  |
| **Phone:** |  |